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Homeland Security and Emergency Management

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Minnesota Regional Review Committee (RRC) Appointment Process:

Current appointments begin in January 2011, and are for one-year, two-year, and three-year terms. Committee vacancies currently exist in the following Homeland Security and Emergency Management regions: Region 2 (NE Minnesota), Region 3 (NW Minnesota), Region 4 (WC Minnesota), and Region 5 (SW Minnesota).

Background:

RRCs were created and mandated under Minnesota Statutes, section 299K.04, which is based on Title III of the federal Superfund Amendments and Reauthorization Act (SARA Title III) of 1986. The legislation's intent is to involve regulated facilities, emergency first responders, and the public in the development and review of plans relating to extremely hazardous materials incidents.

The mission of the Regional Review Committees is to enhance public safety in each HSEM planning region by helping counties and other jurisdictions achieve improved collaborative planning processes and information sharing, and maintain state and federally approved plans for response to unexpected releases of hazardous materials at public and private facilities.

The committees' purpose is to assure that county emergency operations plans include hazardous material incident planning information required by state and federal laws. RRCs review emergency operations plans using the 18 SARA Title III items listed in the Local Emergency Operations Plan Crosswalk (MNWALK). Based on its review, the committee makes recommendations to the local emergency manager to improve the jurisdiction's plan. HSEM established six RRCs, one in each region of the state.

Committee Membership:

All members of an RRC must live and work within the region they represent. All RRCs will have a membership of nine. Terms are staggered to insure continuity by having only one third of the committee appointments expire each year. Each member may serve a maximum of three, three-year terms. *Interested persons should complete the attached **Regional Review Committee Service Application**.*

Committee membership consists of:

- Three representatives of facilities regulated by the federal act. Facility members provide industry perspective to chemical-release incident response. The members must be actively employed in the region by a regulated facility.
- Three representatives from any of the 10 emergency services-related

disciplines defined under the National Incident Management System (NIMS): emergency management, emergency medical services (EMS), hospitals, public health, fire service, hazardous materials, law enforcement, public works, governmental administration, and public safety communications. Qualified members must possess and maintain all licensures, certifications, and accreditations required to perform their primary job duties, and be actively employed by a licensed organization or jurisdiction within the region.

- Three representatives of the public with an interest in hazardous materials incident planning from any combination of the following:
 - Community groups. Members representing this group must be active in an organization within the region.
 - Broadcast or print media. Broadcast or print media members promote the community right-to-know aspect of the SARA Title III legislation. Members must be actively employed by a broadcast or print media organization in the region.
 - Elected officials. Member representatives must be serving elected officials from within the region. Because an RRC predominately reviews county plans, preference is given to elected officials at the county level.

Appointment Process:

The HSEM director will review all applications to ensure the above criteria are met before making an appointment to an RRC. Interested applicants should complete a ***Regional Review Committee Service Application*** and submit it via e-mail, U.S. mail, fax, or in person.

Minnesota Department of Public Safety
Homeland Security and Emergency Management
Attn: RRC Application
444 Cedar Street, Suite 223
Saint Paul, MN 55101-6223

E-mail: dps.hsem@state.mn.us

Fax: 651.296.0459

Phone: 651.201.7400

Applications will remain on file for one year and may be considered in the event of a committee vacancy.

Contact Information:

Questions may be directed to Cathy Clark, HSEM Field Services branch director, at 651.201.7407 or cathy.clark@state.mn.us.